

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO.

C-510

PAGE
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RECORDS RETENTION AND DISPOSAL SCHEDULE

Anne Arundel County Police Department, Central Records Office, Millersville, Md.

Item No.	Description	Retention
1.	<p>Following item supersedes Item 1 Schedule C-299-A</p> <p><u>INVESTIGATION AND OFFENSE REPORTS</u></p> <p>Composed of typed and/or written narrative reports from the investigating officers to the Chief of Police concerning investigations of complaints. Information covers the event and results of the investigation (closed, active, unfounded, or cleared by arrest). Reports are reviewed and approved by the Commander Officers and are then filed in the Police Central Records Office. Motor vehicles accident reports as well as the associated radio report cards are included in this category</p>	<p>Microfilm (Microfiche) all incident reports and associated radio report cards; hold originals for 3 months, then destroy. <u>Retain microfiche files for 15 years, then destroy.</u></p>
2.	<p>Following item supersedes Schedule C-446</p> <p><u>POLICE FILES JUVENILE OFFENDERS</u></p> <p>Commencing in 1957, composed of police reports and associated material relating to juvenile offenders.</p>	<p>Remove from active files when 18 years of age, place in holding file until subjects attain 21 years of age, then destroy.</p>
3.	<p><u>RADIO CARD RECORD FILE (NO REPORT)</u></p> <p>A record of complaints received by the Police Department identifying the complainant, and disposition of the call for service. If no report is made, card if filed with all other cards of same date, and held as reference material.</p>	<p>Hold for 1 year from date card completed, then destroy.</p>
4.	<p><u>CRIMINAL HISTORY RECORD INFORMATION FILES</u></p> <p>Composed of individual file folders for each person arrested within Anne Arundel County, initial arrest. Each file contains record of arrest and allied material. Subsequent arrests are also entered by same identifying number into the same file folder.</p>	<p>Retain each file until proof of death is furnished or until subject attains 70 years of age, then destroy</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

1/28/80

Edward M. Patch, Jr. Gen Rec Mgr

Date

Signature

Title

Date

State Archivist

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Item No.	Description	Retention
5.	<p><u>GRAND JURY FILES</u></p> <p>These are files created by this office for submission to the Office of the States Attorney, consisting of an investigation report, supplemental reports, individual rights forms, Criminal History documents for subject charged with a violation of the law, and other material pertinent to the case. Files are retained by this office pending trial and appeals procedures have been completed.</p>	<p>Microfilm (Microfiche) originals and retain originals for 3 years, or until court action is complete, then destroy. Retain microfiche for 15 years, then destroy.</p>
6.	<p><u>FIREARMS REGISTRATION FILES</u></p> <p>Composed of a written record of owner, address, and location of weapon to include make, model, caliber, serial number and any other description.</p>	<p>Retain permanently, or until proof of destruction of the weapon has been furnished.</p>
7.	<p><u>AACOPD NON-MOVING (PARKING) CITATION FILES</u></p> <p>Issued by the officer in 4 copies of which the original and 3rd copy are filed at the Central Records Office. Upon payment of specified fine, Central Records copies are then filed.</p>	<p>Retain original and 3rd copy for 60 days after payment of fine, and then destroy.</p>
8.	<p><u>DEFECTIVE INVESTIGATORY FILES</u></p> <p>Composed of individual case folders containing hand-written notes, copy of the original report to include supplements, and other material developed through investigation.</p>	<p>Retain for a 5 year period from date that investigation is closed, then destroy.</p>